



Center for Educational Performance and Information

Official CEPI Communication – Day to Day Substitute Teachers

February 8, 2006

The following information provides clarification of the reporting of day-to-day substitute teachers in the Registry of Educational Personnel (REP) for End-of-Year 2006.

The ISD employs day-to-day substitute teachers and contracts them out to LEAs and PSAs:

If the day-to-day substitute teachers are employed and paid by the ISD, then the ISD should report the day-to-day substitute teachers in the REP. If the ISD reports the day-to-day substitute teachers, the individual districts do not report them. LEAs and PSAs should ensure that their ISD has reported the day-to-day substitutes.

A district employs day-to-day substitute teachers:

Districts are required to report day-to-day substitutes when they are employed and paid directly by the district. The day-to-day substitute teachers are to be reported in the REP as any other employees of the district.

A district utilizes a private company for day-to-day substitute teachers:

When a district contracts for day-to-day substitute teachers through a private company such as Kelly Services, the district is required to report the day-to-day substitute teachers in the REP submission. The district is ultimately responsible for the substitute teachers utilized by the district; therefore, the district must report them in the REP.